

Date  
15 JULY 1987

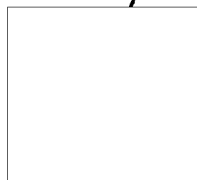
**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA		
2. DDA		
3. DDA REGISTRY <i>(Des file)</i>		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**



*should have on our calendar*



*DDA & ADDA 15 Jul 87*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

ADMINISTRATIVE INTERNAL USE ONLY

87-1584 X

14 July 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert E. Fitzgerald  
Director of Equal Employment Opportunity

SUBJECT: Reception for Summer Fellows, Minority Undergraduate  
Students, and Student Trainees

1. You are invited to attend a "welcome/get acquainted" reception for the 26 faculty members and student interns that are working with the Agency this summer under our Summer Fellows, Minority Undergraduate, and Minority Student Trainee Programs. The reception will take place on 28 July 1987 at the Headquarters Building, Executive Dining Room, room number 7D-40, from 5:30 p.m. to 7:30 p.m.

2. Please let   
know by 22 July if you or a representative will attend. Look forward to seeing you.

Robert E. Fitzgerald

ADMINISTRATIVE INTERNAL USE ONLY